

# Site Training Director: Administrative Roles and Responsibilities

For additional information about the responsibilities of the Site Training Director, please refer to the SITE TRAINING DIRECTOR RESPONSIBILITIES page in the Internship Training Manual. Below is a non-exhaustive list of administrative duties and responsibilities for the Site Training Director throughout the internship year:

## **Meetings:**

- Attend monthly Training Director meetings.
- Attend yearly Site Visit meeting.
- Attend Action Plan and/or Performance Improvement Plan meetings as needed.
- Ensure all interns attend scheduled meetings with any NPTC staff or Regional Training Director.

## **Surveys/Forms/Paperwork:**

- Complete the APPIC match registration survey.
- Complete ILTPs for new interns if acting as supervisor, or otherwise ensuring supervisors complete this task at the beginning of the year and at the mid-year point.
- Ensure the Psychology Intern Quarterly Evaluation is submitted by the deadline each quarter if acting as supervisor, or otherwise ensuring that supervisors complete this task by the established deadlines.
- Review Quarterly Internship Feedback survey results at the end of each quarter. Make changes and/or adjustments to the site training experience as needed.
- Review Supervisor Feedback survey results and address any issues accordingly.
- Ensure all interns have submitted the required surveys before graduation.
  - Quarterly Internship Feedback x4, Mid-Year and End-of-Year Supervisor Feedback, and Intern Exit Survey.
- Complete the NPTC Feedback survey twice a year (once at the mid-point and again after Supervisor Orientation).
- Complete yearly CV Update and ensure all continuing supervisors complete the CV Update.
- Complete the Supervisor List Change Request as needed.
- Ensure and/or oversee that timesheets are reviewed for accuracy and approved in a timely manner.
- Review intern hour audits to ensure the interns are on track to graduate and make changes to the site training experience as necessary.

### **Training:**

- Responsible for all training provided at the site.
  - Including providing or overseeing all supervision for interns.
  - Ensure interns have technology (i.e., webcam, computer) and platforms (i.e. Zoom) available to them to participate in remote training/communication as needed.
- Ensure interns are attending didactics or submitting an absence request through FormPlus.
- Attend Supervisor Orientation and ensure all continuing supervisors attend Supervisor Orientation or complete homestudy by deadline.
- Ensure all new supervisors assigned to an intern complete their required training requirements.
- Ensure all group supervision provided by an individual that is not a licensed psychologist has the oversight of a licensed psychologist.
- Ensure the interns are receiving Critical Analysis and Clinical Supervision Training experience at the site level.

### **Marketing and Match:**

- Participate in the Virtual Open House events (occurs in the Fall).
- Reviewing applicants for Match.
- Submit interview list during Match.
- Organize and complete tele interviews for applicants.
- Submit ranking list in February.
- Contact new matches on Match Day in February and March as applicable.
- Review and update marketing materials/web page language and documentation (occurs in the Spring).

### **Intern Issue Consultation:**

- Ensure intern issues are addressed appropriately by documenting any concerns informally or formally, and notifying NPTC accordingly.
  - This might include:
    - Completing an Action Plan to ensure intern is appropriately supported for things not within the intern's control.
    - Completing a Performance Improvement Plan to ensure intern issues are addressed concisely and appropriately for things within the intern's control.
- Ensure supervisors are meeting with the interns for individual supervision regularly and addressing concerns within that platform.
- Ensure supervisor assignments are a "good fit" at all times and make any adjustments to the supervisor assignments as necessary.
- Discuss intern issues with NPTC and the Regional Training Director in an expedient manner.